

Finance Committee Agenda
November 18-19, 1999

Lewis Clark State College, Lewiston, Idaho

TABLE OF CONTENTS

<u>Item</u>	<u>Action</u>	<u>Description</u>	<u>Page</u>
1	COMMITTEE ACTION	Approval of October 21, 1999 Committee Minutes.....	1
2	BOARD ACTION	Institutional/Agency Routine Agenda Items.....	9
	2.1	BSU.....	11
	2.2 - 2.4	UI.....	13
	2.5	ISDB.....	17
3	BOARD ACTION	Institutional/Agency Nonroutine Agenda Items	
	3.1 – 3.2	BSU.....	19
	3.3 – 3.7	UI.....	21
		EXHIBIT A.....	39
		EXHIBIT B.....	45
		EXHIBIT C.....	46
4	BOARD ACTION	Annual Financial Audit by Deloitte & Touche..	47
5	BOARD ACTION	Review of Software Implementation at BSU by Deloitte & Touche.....	49
	5.a	Engagement Letter.....	51
6	BOARD ACTION	First Reading of Policy Change Section III.T Intercollegiate Athletics.....	57
	6.a	Governing Policies & Procedures.....	59
7	BOARD ACTION	First Reading of Policy Change Section V.U. Fee Waivers.....	65
	7.a	Governing Policies & Procedures.....	67
8	INFORMATION ITEM	Permanent Building Fund Advisory Council (PBFAC) Recommendations.....	71

Finance Committee Agenda
November 18-19, 1999

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Finance Committee Agenda
November 18-19, 1999

Action Item

ITEM #1

SUBJECT:

Approval of Finance Committee Minutes.

BACKGROUND:

The minutes from the October 21, 1999 Finance Committee meeting are attached.

DISCUSSION:

NA

FISCAL IMPACT:

NA

STAFF RECOMMENDATIONS:

Review, make necessary corrections, and approve minutes.

COMMITTEE ACTION:

A motion to approve the minutes of the Finance Committee meeting held October 21, 1999 at the College of Southern Idaho.

Moved by _____, Seconded by _____, Carried Yes _____ No _____

BOARD ACTION:

No action required.

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Finance Committee Agenda
November 18-19, 1999

Unapproved Minutes
Idaho State Board of Education
Finance Committee
October 21-22, 1999
College of Southern Idaho, Room 257, Twin Falls, Idaho

Present at Finance Committee

Jerry Hess, Chair	Leo Herrman, ISU	Bill Robertson, EITC
Tom Boyd	Jerry Wallace, UI	Phillip Kottraba, IPTV
James Hammond	Leonard Johnson, UI	Kirk Dennis, PTE
Keith Hasselquist, OSBE	Dean Froehlich, LCSC	Barry White, Voc Rehab
Harry E. Neel, Jr., BSU	Gary Picone, LCSC	Robin Dodson, OSBE
Brent Winiger, BSU	Ken Harris, LCSC	Rita Foltman, OSBE
Ken Prolo, ISU	Gene Peterson, ISDB	Gary Felt, DFM

A joint meeting of the Finance Committee and the Personnel/Student Affairs Committee was held prior to the individual Committee meetings. The purpose of the joint meeting was to discuss three agenda items including Item #5, Report/Final Reading of Policy Change on the Increased Nonresident Fee Waivers; Item #6, Intercollegiate Athletic Report; and Item #7, Intercollegiate Athletics – Proposed Policy Changes.

Item #5 Action Item
Report/Final Reading of Policy Change
on the Increased Nonresident Fee Waivers

The proposed new policy will raise the allowable nonresident fee waivers from 1% to 3% of total annual enrollment.

The Committee Chair requested a defined policy be developed and presented to the Board during the November meeting. It was also moved that the Personnel and Student Affairs and Finance Committees continue their efforts in defining information technology disciplines.

Discussion followed regarding the need for creating an environment to attract more non-resident students to the information technology and engineering disciplines while not negatively impacting resident students. It was noted that when the program began the intent was to offer participation to computer science students. It is now recognized that the definition of technology goes beyond computer science and includes other disciplines that contain technology applications.

All college and university representatives voiced their support of the Nonresident Fee Waiver program. It was noted that participation ranged from a campus without nonresident students to institutions that use fee waivers extensively.

Item #6 Action Item
Intercollegiate Athletics Report

Item #7 Action Item
Intercollegiate Athletics – Proposed Policy Changes

The joint Committee meeting included conversation regarding Items #6, Intercollegiate Athletics Report; and #7, Intercollegiate Athletics – Proposed Policy Changes.

The discussion of the proposed policy changes would be discussed by the full Board when it reconvened. The policy as presented, included a discrepancy in the stated dollar amount of funds allowed for Lewis-Clark State College and the amount approved by the Board for Fiscal Year 2001. Mr. Eaton requested a correction to the policy. It was also suggested that the policy be revised to address how donations should be managed. With the revisions, a motion would be made to the Board to for a first reading of the policy at the November meeting.

Mr. Hess also requested consideration of a format change to the athletic report that lists each components of the athletic budget that is not athletically generated.

Dr. Ruch reported that the Presidents' Council spent considerable time reviewing the policy and offered their support of it.

Mr. Hess cited two items in Paragraph F of the policy for future consideration. First, he asked if there should be consequences for an institution whose expenses exceed revenue; and secondly, should the final sentence "...earliest opportunity" be more clearly defined. The goal is to allow the institutions flexibility to use legitimate options in dealing with a deficit situation while also managing diligently.

Dean Froehlich, LCSC, provided information regarding their \$82,000 deficit. The single largest issue that created the shortfall was LCSC's move from NCAA membership to PAC II NAIA membership. As part of the PAC West Conference, the conference, membership, and schedules changed and the costs increased. During the past year, travel for men's and women's basketball totaled approximately \$30,000. Also, the college experienced a downturn in some of the revenue sources. Student fees, Booster Club contributions, and gate receipts were down \$20,000-25,000. The college anticipates savings in various areas of the budget during this fiscal year. Those savings will be applied towards the deficit by year-end. LCSC will also provide the Board with additional information detailing athletic supplies, equipment, and operating expenses.

ACTION: M/S/C (Eaton/Boyd)

Finance Committee Agenda
November 18-19, 1999

The Finance Committee meeting was called to order at 1:50 PM.

Item #1 Action Item
Approval of the Finance Committee Minutes

The minutes of the Finance Committee meeting held September 23, 1999 at Idaho State University were approved.

ACTION: M/S/C (Hammond/Boyd)

Item #2 Routine Action Items
Institutional/Agency Routine Agendas

Lewis-Clark State College requested the purchase of three pieces of property adjacent to their institution.

ACTION: M/S/C (Hammond/Boyd)

Item #3.1 Nonroutine Action Item
Idaho State University.
Purchase of Rhoads Building

Idaho State University requests approval to purchase the Rhoads Building, 1030 S. 2nd Avenue to be used as a permanent storage facility, replacing leased storage facilities. The intent is to apply the annual lease payment (currently \$34,750) towards the purchase price and eventually eliminate the annual financial lease/purchase obligation.

ACTION: M/S/C (Hammond/Boyd)

Item #3.2 Nonroutine Action Item
University of Idaho
Naming of College of Business and Economics Building

No discussion.

ACTION: M/S/C (Hammond/Boyd)

Item #3.3 Nonroutine Action Item
Lewis-Clark State College
NAIA World Series Contract

Mr. Froelich, LCSC, reported that the institution conducted the tournament for seven years consecutively (1984-1991) at a profit. At the end of the tournament the account had funds remaining after the athletic department had been reimbursed for its efforts and the guarantees to NAIA had been paid. He estimated the total profit for the seven years to be \$100,000-150,000.

He added that the contract presented today is financially better than previous contracts. He cited the following items as improvements:

- This contract excludes payment of guarantees of cash to the NAIA. At the end of the 1991 contract, LCSC had to guarantee NAIA \$20,000 regardless of the profitability of the tournament. The tournaments were successful and LCSC was able to pay the guarantees.
- The philosophy at NAIA has changed substantially since the last contract. LCSC will now have better discretion regarding souvenir sales and obtaining title sponsors.

The contract has been in progress for approximately one year and was completed in September. The final product represents an LCSC/NAIA partnership. LCSC feels very confident about the tournament, their ability to host it, and its role as a successful event for both the college as well as the community.

According to Board Policy, the Executive Director has the authority to approve the contract, however, Dr. Fitch chose to have it presented to the Committee.

ACTION: M/S/C (Hammond/Boyd)

Item #4 Action Item
Final Reading of Policy Change –
Enrollment Workload Adjustment Emphasis Factors

No Discussion.

ACTION: M/S/C (Hammond/Boyd)

Item # 8 Information Item
Intercollegiate Athletics Compensation Report

This is a by-product of the ongoing athletic discussion. In approximately 1996, the Board requested that this information be reported annually. Mr. Hess advised the Committee to be alert to this and continue to track it particularly in view of the potential Board endorsement of the WAC proposal to be presented to the full Board when they reconvene. The purpose of this report is to begin the close monitoring of the issues.

Item #9 Information Item
Status Report on Y2K

Mr. Hess asked if there was any information that needed to be brought before the Committee. No comments or discussion.

Other

In a separate issue, Mr. Boyd asked for the Committee's consideration in submitting another letter within the next month to the Legislature and/or the Governor requesting use of the tobacco funds.

Discussion followed regarding the information needed for the request. The consensus was the most credible approach would be to specifically state what education's unmet needs are and how the funds would be used to meet those needs. It was also agreed that the funds should be used for one-time expenditures that may include higher-education facilities, maintenance, and/or equipment needs.

Meeting adjourned at 2:20 pm

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Routine Action Item

Item #2

SUBJECT:

Institutional/Agency Routine Agendas

SUMMARY OF ROUTINE AGENDA ITEMS (See following pages for details):

- 2.a Boise State University
 - 8.1 Information Item
 - Outsourcing Student Health Services
- 2.b University of Idaho
 - 4.8.2 Action Item
 - Agreement with City of Moscow for Respirator Fit Testing Services
 - 4.9.1 Information Item
 - UI Foundation, Inc. and the Consolidated Investment Trust Financial Statements
 - 5.10.2 Action Item
 - Bielenberg/Nunan (HEW Building) Lease
- 2.c Idaho School for the Deaf and the Blind
 - 4.8.3 Action Item
 - Audits and Financial Reports

DISCUSSION:

Review routine agenda and move items to nonroutine agenda, if appropriate.

STAFF RECOMMENDATIONS:

Approve routine agenda.

COMMITTEE ACTION:

A motion to recommend to the Board the approval of the institutional/agency routine agendas.

Moved by_____, Seconded by_____, Carried: Yes_____ No_____

BOARD ACTION:

A motion to approve the routine finance agenda items for the University of Idaho and the Idaho School for the Deaf and the Blind.

Moved by_____, Carried: Yes_____ No_____

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Information Item
Boise State University

Item #2.1

8.0 Other

8.1 Outsourcing Student Health Services

Subject:

Boise State University is reviewing the possibility of issuing a Request for Proposal for the outsourcing of student health services to include the construction of a new health services facility.

Background:

In 1995 the State Board of Education approved the outsourcing of student health services for Boise State University students to Collegiate Health Services, Incorporated.

Discussion:

The outsourcing experience has been very positive, and Boise State University wishes to continue in that same direction. Because of the changing environment, there may now be an opportunity for Boise State to receive additional benefits in the form of a new facility for its student health service needs.

Fiscal Impact:

No definitive impact is known until responses to the Request for Proposal are received, but no increase in the costs to students or to the institution is anticipated.

Staff Recommendation:

Not applicable.

Finance Committee Action:

No Committee action required.

Board Action:

No Board action required.

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Routine Action Item
University of Idaho

Item #2.2

4.0 FINANCE COMMITTEE

4.8. Contracts for Services/Agreements/Authorizations

4.8.2 Agreement with City of Moscow for Respirator Fit Testing Services

Subject:

Request approval to enter into an agreement with the City of Moscow to provide quantitative respirator fit testing services.

Background:

The university currently has agreements with the city of Moscow whereby the city provides police services and fire response services to the university, and the university provides assistance to the city in responding to hazardous materials incidents.

Discussion:

Quantitative respirator fit testing protects employees who must wear respiratory protective equipment by verifying that the protective equipment is working properly and is properly fitted to the employee. The university has purchased equipment to perform the fit testing for its employees. Under the proposed agreement, the university would extend testing services to the city for its employees.

Fiscal Impact:

The city and university will share equally in the cost of equipment estimated to be \$7,205 to perform the testing. Source of funding for the university share will be from the operating budget of the university safety and risk management budgets.

Information Item
University of Idaho

Item #2.3

4.9 Audits and Financial Reports

**4.9.1 University of Idaho Foundation, Inc., and the Consolidated Investment Trust
Financial Statements—FOR INFORMATION ONLY**

Audited financial statements of the University of Idaho Foundation, Inc., and the Consolidated Investment Trust for the fiscal year ending June 30, 1999 have been mailed to the Board office in accordance with State Board of Education/Board of Regents of the University of Idaho Governing Policies and Procedures sections V.D.7.c and V.E.2.a.

Routine Action Item

Item #2.4

University of Idaho

5.10 Leases to Support Research and Outreach

5.10.2 Bielenberg/Nunan (HEW Building) Lease

Subject:

Request authorization for the Vice President for Finance and Administration to negotiate and execute a lease for UI to use the Health and Welfare Building and premises located at 200 South Almon in Moscow.

Background:

The building was constructed in 1980 to house the Moscow Office of the Idaho Department of Health and Welfare and contains a total of 7,770 square feet on two floors (3,885 square feet each). The building is divided into 24 offices, a conference room, a kitchen, a break room, two reception spaces and support areas and is fully disabled accessible (including an elevator). It has been wired for telecommunications networks including both voice and data, is in very good condition and was designed to accommodate construction of a third floor.

Discussion:

Recent construction projects and their attendant swing space requirements have limited alternatives to provide suitable blocks of space on campus for strategic initiatives and research initiatives.

The Department of Health and Welfare will be moving to a new building in mid-December. The building being vacated can be adapted for university use with limited modifications to provide temporary space to meet the needs of strategic programs including the computer security program and other office/computer-based research initiatives.

The University would assume the six months remaining on the Department of Health and Welfare lease term. During this period, the University will evaluate future options for leasing or owning the facility, and will accomplish the requested lease analysis for the Department of Administration as plans are developed.

Fiscal Impact:

To be determined in negotiations with the building owners. The Department of Health and Welfare is currently paying approximately \$12.50 per square foot. Assuming this rate is continued, the cost would be \$42,184 over the proposed six-month term. The source of funds will be institutional reserve funds allocated in anticipation of pending research grants and contracts.

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Routine Action Item

Item #2.5

Idaho School for the Deaf and the Blind

4.0 FINANCE COMMITTEE

4.9 Audits and Financial Reports

ISDB submits the attached record of the Student Activity Funds for Board review in accordance with Idaho Code 33-705. (Attachment A)

Finance Committee Agenda
November 18-19, 1999

ROUTINE ACTION ITEM
IDAHO SCHOOL FOR THE
STUDENT ACTIVITY FUNDS AS OF OCTOBER 27, 1999
BELOW LISTING OF STUDENT ACTIVITY FUNDS IS A REPORT
SUBMITTED TO STATE BOARD OF EDUCATION IN ACCORDANCE
WITH IDAHO CODE 33-705

ATTACHMENT A

	BALANCE	BALANCE	CHANGE
	09-27-99	10-27-99	INCREASE
			(DECREASE)
SALES TAX	103.75	60.04	(43.71)
ATHLETICS	4,821.54	4,839.63	18.09
WSBC	2,191.90	2,191.90	0.00
ATHLETIC APPAREL	(69.13)	(15.88)	53.25
GIRLS SOCCER FUND	667.87	157.87 *	(510.00)
CHEERLEADING	457.82	415.37	(42.45)
CLASS OF 2000	172.16	172.16	0.00
CLASS OF 2001	52.00	52.00	0.00
CLASS OF 2002	135.49	135.49	0.00
CLASS OF 2003	32.00	566.50 *	534.50
MAINT. BREAK ROOM	128.96	119.36	(9.60)
COTTAGE FUND	308.07	308.07	0.00
ELEM ACTIVITIES	61.65	61.65	0.00
FHA ACCT	131.61	131.61	0.00
PARENTS ADVISORY COM	168.61	168.61	0.00
M.S. STUDENT COUNCIL	34.06	34.06	0.00
H.S. STUDENT COUNCIL	385.53	385.53	0.00
JOURNALISM	584.98	584.98	0.00
JR NAD	294.98	294.98	0.00
ED STAFF POP MACH	1,189.64	1,275.44	85.80
HEALTH & WELLNESS	100.00	100.00	0.00
STUDENT ACT. FUND	4,430.85	4,602.70	171.85
WORK EXP (PREV CANDY)	360.87	333.80	(27.07)
SCHOOL PICTURES	0.00	0.00	0.00
STUDENT BOOK STORE	123.40	175.35	51.95
ACCELERATED READER	81.82	81.82	0.00
DRAMA FUND	39.81	39.81	0.00
ADVENTURERS	121.94	114.34	(7.60)
CLASS 8-B M A BATON	11.91	11.91	0.00
SUMMER DEAF CAMP	2,500.91	2,500.91	0.00
VOLLEYBALL FUND	267.00	267.00	0.00
GREENHOUSE FUND	(43.47)	(43.47)	0.00
J. WILDING SCHOLARSHIP	200.00	200.00	0.00
ART FUND	195.66	195.66	0.00
TECH CLUB (VIDEO YB)	80.86	80.86	0.00
YEARBOOKS	2,575.00	2,584.52	9.52
LIONS WINTER CAMP	52.17	52.17	0.00
HRG AID FUND-MOLDS	263.99	72.99	(191.00)
HA GIFT F/HRG CM TCH	197.55	69.58	(127.97)
HEARING AID REPAIRS	38.18	38.18	0.00
PERS. STUDENT ACCT	1,066.98	953.27	(113.71)
STUDENT AID	<u>1,665.49</u>	<u>947.96 *</u>	<u>(717.53)</u>
TOTALS.....	26,184.41	25,318.73	(865.68)

* CHANGE DUE TO PAYMENT OF TWO TOURNAMENT ENTRY FEES

* CHANGE DUE TO FUNDRAISING PROJECT

* CHANGE DUE TO PAYMENT OF TWO LARGE HEARING AID MOLD/REPAIR

Nonroutine Action Item
Boise State University

Item #3.1

4.0 FINANCE COMMITTEE

4.8 Contracts for Services/Agreements/Authorizations

4.81 Citadel Radio Center Contract

Subject

Boise State University requests approval of a two year licensing contract with Citadel Radio Center for radio broadcast of certain Boise State athletic events.

Background

State Board of Education policy requires that the sale of broadcast rights be conducted in a manner that maximizes returns to the institution.

Discussion

An open bidding process was conducted, and Citadel has been deemed to be the successful bidder. The contract will run from July 1, 2000 through June 30, 2002.

Fiscal Impact

Citadel Radio Center agrees to pay Boise State University the following amounts in consideration of the terms and conditions of the agreement:

Broadcast Fees \$162,500

Halftime Sponsorship \$8,000

Advertising Time \$121,000

Citadel Sportsline per show \$900

Staff Recommendations:

Approve the request.

Committee Action:

A motion to recommend to the Board approval of the request from Boise State University to enter into a two-year licensing contract with Citadel Radio Center for radio broadcast of certain Boise State athletic events.

Moved by_____, Seconded by_____, Carried: Yes_____ No_____

Board Action:

A motion to approve the request from Boise State University to enter into a two-year licensing contract with Citadel Radio Center for radio broadcast of certain Boise State athletic events.

Moved by_____, Carried: Yes_____ No_____

Nonroutine Action Item
Boise State University

Item #3.2

4.82 Retlaw Broadcasting Contract

Subject

Boise State University requests approval of a four-year licensing contract with Retlaw Broadcasting of Boise, LLC for television broadcast of certain BSU athletic events.

Background

State Board of Education policy requires that the sale of broadcast rights be conducted in a manner that maximizes returns to the institution.

Discussion

An open bidding process was conducted and Retlaw has been deemed to be the successful bidder. A minimum of five (5) football games, five (5) men's basketball games and one (1) women's basketball game will be televised live annually. Boise State University has the option to reopen negotiations on the rights fees upon changing conferences prior to July 15, 2001.

Fiscal Impact

Boise State University will be paid \$36,000 in FY00; \$37,000 in FY01; \$38,000 in FY02; and \$40,000 in FY03; subject to re-negotiation as noted above.

Staff Recommendations:

Approve the request.

Committee Action:

A motion to recommend to the Board approval of the request from Boise State University to enter into a four-year licensing contract with Retlaw Broadcasting of Boise, LLC for television broadcast of certain BSU athletic events.

Moved by_____, Seconded by_____, Carried: Yes_____ No_____

Board Action:

A motion to approve the request from Boise State University to enter into a four-year licensing contract with Retlaw Broadcasting of Boise, LLC for television broadcast of certain BSU athletic events.

Moved by_____, Carried: Yes_____ No_____

Nonroutine Action Item
University of Idaho

Item #3.3

4.0 FINANCE COMMITTEE

4.8. Contracts for Services/Agreements/Authorizations

4.8.1 Banking Services, Automated Tellers Machines, and Purchasing Card Program

Ref: Regents' Minutes for January 22, 1991, p. 54
Regents' Minutes for September 22, 1994, p. 53

Subject:

Request approval to execute agreements with financial institutions for the provision of banking services.

Background:

The University's current contract for banking services will expire on January 31, 2000. In addition, the University has two contracts for automated teller machines, both of which are located in the Student Union building and expire on May 31, 2000. The current purchasing card agreement was executed in 1995 and it is in the University's best interest to again evaluate new contract offerings due to enhancements and improvements in the services now available.

As a result, the University is seeking to establish contractual relationships with qualified financial institutions to provide the University with these services. The initial term of the banking services contract shall be three years with the option for two one-year extensions. The initial term of the contract for automated teller machines, which will be located in the Student Union Building and the Idaho Commons Building, as well as potential other future locations on campus, shall be five years with the option for two one-year extensions. The purchasing card contract will have an initial term of three years and the option for five one-year extensions.

Idaho State Board of Education and Board of Regents of the University of Idaho Governing Policies and Procedures D.2 provides that "The University of Idaho may deposit money and other evidence of indebtedness belonging to the University of Idaho in financial institutions approved by the Regents. This requirement affects the proposed contract for banking services.

Discussion

In order to contract for these services, the University has issued a Request for Proposals. Proposer responses were due October 25, 1999 and evaluations to select the most responsive contractors for the University's requirements are currently underway. Names of qualified financial institutions submitting proposals for banking services will be reported to the Board at the November meeting.

Nonroutine Action Item
University of Idaho (continued)

Item #3.3.a

Fiscal Impact:

Costs of the banking services to be purchased are estimated to total approximately \$30,000 annually. The estimated annual revenue to be realized by the University for automated teller machines is approximately \$5,000. There are no expenses associated with the Purchasing Card program.

Staff Recommendations:

Approve the request.

Committee Action:

A motion to recommend to the Board approval of the request from University of Idaho to execute agreements with financial institutions for the provision of banking services.

Moved by_____, Seconded by_____, Carried: Yes____ No_____

Board Action:

A motion to approve the request from University of Idaho to execute agreements with financial institutions for the provision of banking services.

Moved by_____, Carried: Yes____ No_____

Nonroutine Action Item
University of Idaho

Item #3.4

4.8.3 Financing Package in support of the FY2000 Institutional Capital Plan

Ref: Regents' Minutes for June 17-18, 1999, p. 21
Regents' Minutes for June 17-18, 1999, p. 25
Item 5.4.1 this Agenda

Subject:

Request authority to issue two series of bonds to fund remaining components of the University of Idaho FY2000 Capital Budget Plan consistent with the University's Strategic Plan and Long-Range Campus Development Plan (LRCDP), as outlined below and as explained in item 5.4.1 this agenda and EXHIBIT A:

- (1) Issuance of approximately \$6,275,000 in tax-exempt revenue bonds ("Series 1999C Bonds") to finance (a) facilities services relocation and development of west campus infrastructure; (b) infrastructure improvements (HVAC system) to the Administration Building, (c) construction of additional improvements to the College of Agriculture facilities at various locations; (d) renovation and improvement of office space in Morrill Hall; and (e) improvements to the University's Parking System
- (2) Issuance of approximately \$5,975,000 in tax-exempt revenue bonds ("Series 1999D Bonds") to finance (a) Kibbie Center roof replacement, and (b) conversion of the Student Union Building to the Enrollment Services Center.

Background

The action items presented in item 5.4.1, this agenda, continue implementation of the significant institutional commitment to implement the University of Idaho's Strategic Plan, Long-Range Campus Development Plan (LRCDP), and Ten-Year Capital Strategy by constructing new facilities, providing infrastructure and renovating existing spaces, retrofitting HVAC systems, maintaining building structures, and redeveloping the exterior of campus. Improvements to agriculture research and extension facilities support research and outreach throughout the state. The university is continuing its effort to leverage debt capacity and institutional reserves to complete many critical projects integral to the Strategic Plan and LRCDP. The major projects are more thoroughly described in item 5.4.1 and related to the infrastructure and relocation expenses necessary to accommodate the continuing work on the development of the residential campus initiative.

Nonroutine Action Item
University of Idaho (continued)

Item #3.4.a

Discussion

4.8.3.1 Series 1999C Bonds

Documents relating to the issuance and sale of the Series 1999C Bonds are being prepared. The University expects to obtain an A+ rating on the Series 1999C Bonds, and, if bond insurance is purchased, the Series 1999C Bonds will be rated "AAA/Aaa."

The Series 1999C Bonds would be issued as Additional Bonds under The Regents' Resolution adopted November 22, 1991 (the "Original Resolution"), to be secured by the University's Pledged Revenues under the Resolution, on a parity with all other bonds issued under the Original Resolution, including the University's Matriculation Fee and Residential Campus Development Fee.

Approximately \$5,600,000 from proceeds of the sale of the Series 1999C Bonds will provide funds needed to (a) develop west campus infrastructure; (b) construct additional improvements to the College of Agriculture facilities at various locations; (c) renovate and improve office space in Morrill Hall; and (d) improve the University's Parking System; all as set out in the attached EXHIBIT A.

Action on this agenda item consists of a motion to approve a Supplemental Resolution for the Series 1999C Bonds, the title of which is as follows:

A SUPPLEMENTAL RESOLUTION of The Regents of the University of Idaho authorizing the issuance and sale of Student Fee Revenue Bonds, Series 1999C (University Facilities Improvement Projects), in the principal amount of \$6,275,000; authorizing the execution and delivery of a bond purchase agreement and providing for other matters relating to the authorization, issuance, sale and payment of the Series 1999C Bonds

Nonroutine Action Item
University of Idaho (continued)

Item #3.4.b

Fiscal Impact and Financing:

SERIES 1999C -- ESTIMATED SOURCES AND USES OF FUNDS *

Sources

Series 1999C Bond Proceeds	\$ 6,275,000
Accrued Interest on the Series 1999C Bonds (to December 7, 1999).....	<u>5,500</u>
Total.....	\$ 6,280,500

Uses

Deposit to the Project Account of the Construction Fund	\$ 5,600,000
Deposit to the Debt Service Reserve Account of the Bond Fund.....	540,000
Issuance Costs for the Series 1999C Bonds (including bond insurance).....	135,000
Deposit to the Bond Fund (Accrued interest on the Series 1999C Bonds).....	<u>5,500</u>
Total.....	\$ 6,280,500

*Preliminary—Subject to Change

4.8.3.2 Series 1999D Bonds

Documents relating to the issuance and sale of the Series 1999D Bonds are being prepared. The University expects to obtain an A+ rating on the Series 1999D Bonds, and, if bond insurance is purchased, the Series 1999D Bonds will be rated "AAA/Aaa."

The Series 1999D Bonds would be issued as Additional Bonds under The Regents' Resolution adopted March 15, 1996 (the "Original Resolution"), to be secured by the University's Pledged Revenues under the Resolution, on a parity with all other bonds issued under the Original Resolution, including, but not limited to, the University's Activity Center Complex Fees, the Net Revenues of the Bookstore, and the Net Revenues of the Institutional Food Service System.

Approximately \$5,250,000 from proceeds of the sale of the Series 1999D Bonds will provide funds needed to (a) construct improvements to the Kibbie Center, including renovation of the Kibbie Center's roof and related facilities; and, (b) relocation of all student business services into a single facility by renovating the Student Union Building to house student financial aid services.

Nonroutine Action Item
University of Idaho (continued)

Item #3.4.c

Action on this agenda item consists of a motion to approve a Supplemental Resolution for the Series 1999D Bonds, the title of which is as follows:

A SUPPLEMENTAL RESOLUTION of The Regents of the University of Idaho authorizing the issuance and sale of Student Fee Revenue Bonds, Series 1999D (Kibbie and Enrollment Services Center Improvement Projects), in the principal amount of \$5,975,000 authorizing the execution and delivery of a bond purchase agreement and providing for other matters relating to the authorization, issuance, sale and payment of the Series 1999D Bonds

Fiscal Impact and Financing:

SERIES 1999D -- ESTIMATED SOURCES AND USES OF FUNDS *

Sources

Series 1999D Bond Proceeds	\$ 5,975,000
Accrued Interest on the Series 1999D Bonds (to December 7, 1999).....	<u>5,750</u>
Total.....	\$ 5,980,750

Uses

Deposit to the Project Account of the Construction Fund	\$ 5,250,000
Deposit to the Debt Service Reserve Account of the Bond Fund.....	597,500
Issuance Costs for the Series 1999D Bonds (including bond insurance).....	127,500
Deposit to the Bond Fund (Accrued interest on the Series 1999D Bonds).....	<u>5,750</u>
Total.....	\$ 5,980,750

*Preliminary—Subject to Change

Nonroutine Action Item
University of Idaho (continued)

Item #3.4.d

Staff Recommendations:

Approve the request.

Committee Action:

A motion to recommend a supplemental resolution of The Regents of the University of Idaho authorizing the issuance and sale of Student Fee Revenue Bonds, Series 1999C and a supplemental resolution of The Regents of the University of Idaho authorizing the issuance and sale of Student Fee Revenue Bonds, Series 1999D.

Moved by_____, Seconded by_____, Carried: Yes_____ No_____

Board Action:

A motion to approve a supplemental resolution of The Regents of the University of Idaho authorizing the issuance and sale of Student Fee Revenue Bonds, Series 1999C and a supplemental resolution of The Regents of the University of Idaho authorizing the issuance and sale of Student Fee Revenue Bonds, Series 1999D.

Moved by_____, Carried: Yes_____ No_____

Nonroutine Action Item
University of Idaho

Item #3.5

5.0 Physical Plant

5.4 Capital Construction Projects

5.4.1 Projects in Support of Institutional Strategic Plan and Long-Range Capital Development Plan

Ref: Regents' Minutes for June 17-18, 1999, page 21
Item 4.8.3 this Agenda

Subject

Request approval of construction projects in support of the university Strategic Plan and the Long-Range Campus Development Plan (LRCDP), together with approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the projects. The projects presented here provide for:

- \$780,000 for improvement projects at the Agricultural Research and Extension Centers to be repaid from ARES operating budget funds.
- \$250,000 total project for the relocation of the Grants and Contracts Financial Administrative Offices to Morrill Hall (research offices) to better serve the research faculty. The project debt will be repaid from Facility and Administrative Cost Recovery Funds generated by increased grant and contract activity.
- \$5,500,000 for the renovation of the current Student Union Building to accommodate the programs and services for Enrollment Services Center including sufficient building systems upgrades to significantly enhance the Information Technology facilities to be housed in the building including an enlarged student computing laboratory and a production area for interactive learning products. This project will be repaid by the current activity center complex fee.
- \$2,400,000 to extend to the west campus the university infrastructure system for streets, sidewalks, electricity, sewer, water, and communications to provide for the capability to develop facilities at that location. This project will be repaid through dedicated operating funds for utility/infrastructure development.
- \$1,500,000 to develop a main building system capability for HVAC systems in the Administration Building. The essential service is to provide adequate HVAC systems capacity to the building for the Information Technology Systems machine room, and to establish a central system capability that will allow for future environmental systems improvement to the classrooms and offices of the Administration Building. This project will be repaid by the current activity center complex fee.

Nonroutine Action Item
University of Idaho (continued)

Item #3.5.a

- \$250,000 to improve the parking lot serving the Library, College of Law, Hartung Theatre, and general parking for the academic core.. This project will be repaid from general parking systems revenues.
- \$250,000 for next phase of planning for the housing initiative to be paid from housing funds.

Background:

The University of Idaho Strategic Plan Facilities Initiative includes commitments to: (1) develop the university for the Strategic Plan through the Long-Range Campus Development Plan (LRCDP), (2) follow the plan of institutionally prioritized major capital projects to focus on UI's priority needs and the funding strategies necessary to accomplish them, (3) strategically develop all UI facilities statewide, (4) maximize utilization of existing university space, (5) maintain existing facilities, grounds and systems, and (6) renew, renovate and remodel buildings, grounds and systems for safety, accessibility and functionality. The LRCDP focuses on developing the university as a residential campus of choice, providing facilities for interactive learning, enhancing research capabilities and supporting collaborative economic development initiatives.

Discussion

The following new projects and revisions to previously approved projects support the goals of the Strategic Plan and LRCDP and focus on priority needs. Project narratives and sources of funds appear at EXHIBIT A. See also item 4.8.3 of this agenda.

Projects that strategically develop all UI facilities statewide include:

Aberdeen Research & Extension Center Potato Storage \$150,000

This project involves construction of a new potato storage facility configured and equipped utilizing current systems technology, designed flexibly to support current research needs and to allow adjustments as research initiatives change.

Genesee Farm Equipment Storage, Office and Restroom \$150,000

This project provides space to store research and farming equipment and an office and restroom.

Nonroutine Action Item
University of Idaho (continued)

Item #3.5.b

Parma Greenhouse Renovation **\$60,000**

Project involves renovation of the greenhouse. Over 5100 square feet of greenhouse space will be redesigned to support the diverse agriculture needs of southwestern Idaho.

Tetonia Potato Nuclear Seed Greenhouse **\$120,000**

Originally authorized in June 1999 (\$50,000) with FY2000 Capital Budget to provide a modern, enhanced greenhouse facility for the production of experimental and commercial "mini" potato tubers for the UI nuclear potato seed program replacing an existing facility at Tetonia. Additional work will include adding office space for the greenhouse manager, and storage and support space for faculty at this location.

Projects that maximize utilization of existing University space include:

Morrill Hall Office Renovation – Room 414 **\$250,000**

Originally authorized in June 1999 (\$125,000) with FY2000 Capital Budget, the project will finish undeveloped space on the fourth floor of Morrill Hall for the Grants and Contracts office locating the university's grant and contract development and administration office in the same building as the Research and Graduate School Offices. Project expanded to include additional HVAC and electrical features.

West Campus Infrastructure/Site Development **\$2,400,000**

This project involves the construction of site and utility infrastructure and related support features adjacent to the Facility Services Complex currently being constructed on the west side of campus. Specific components include: 1) installation of utility, road, sidewalk, and site infrastructure; 2) construction of storage facilities for general campus use; and 3) preparation of a site for the university's Printing and Design and mail handling operations.

Nonroutine Action Item
University of Idaho (continued)

Item #3.5.c

Projects that maintain existing facilities, grounds and systems include:

Aberdeen Research & Extension Center Marshall Potato Research

HVAC/Roof Project Amendment

\$400,000

This project was originally authorized for \$50,000 to complete a planning/preliminary design study. The study is complete and recommends a scope of work including 1) the replacement and expansion of HVAC equipment and connections to distribution systems and 2) the replacement of the building roof due to age, condition, and anticipated disruption during HVAC system installation.

Parking Lot Development – Lot 24

\$250,000

This project includes re-grading, base preparation, paving, striping, and landscaping of the parking lot located directly west of the College of Law Building and north of Idaho Avenue to improve accessibility and safety and facilitate maintenance.

Kibbie Center Roof Replacement

Original Authorization: \$1,500,000

Change in Project Scope Only

This project was originally authorized in the FY2000 Capital Budget to include the re-shingling of the arched roof of the Kibbie Dome as well as resurfacing and re-coating of the north and south concourse roofs. An engineering and feasibility study recommended replacement of the entire surface in lieu of replacing and resurfacing sections of the roof.

Projects that renew, renovate and remodel buildings, grounds and systems for safety, accessibility and functionality include:

Administration Building HVAC System Expansion

\$1,500,000

This project begins introducing fundamental, modern systems for building ventilation and air conditioning systems and related features into this historic and significant academic/administrative complex constructed in 1907 and 1936. Included will be construction of mechanical room spaces in

Nonroutine Action Item
University of Idaho (continued)

Item # 3.5.d

the tower and attic, incorporation of new air handling units, extensive ductwork, and related electrical and structural features. This phase will provide critical service to portions of the south wing of the building, including the central machine room of the campus computer center, and several administrative offices occupied year-round.

**Enrollment Services Renovation and Renewal (SUB) –
Scope/Budget Amendment**

Original Authorization: \$3,500,000
Supplementary Authorization: \$2,000,000
Total Authorization: \$5,500,000

This project includes renovation of the basement and first floor of the Student Union Building (SUB) to develop spaces for administrative offices and service sites for enrollment and business functions (e.g. Admissions, Registrar, Accounts Receivable). A substantial amount of HVAC and electrical work resulting from deferred maintenance and change in use of over 50,000 sq. ft. of space necessitates additional investment in the project.

**University Residence Halls Expansion/Modernization
Implementation Plan/Program**

\$250,000

This project is the next step in planning for the expansion and modernization of the University Residence system that will provide new and renovated residential facilities to meet the needs of students attending the university.

Nonroutine Action Item
University of Idaho (continued)

Item #3.5.e

Fiscal Impact

Total cost of new and reauthorized projects in the amount of \$12.8 million of which approximately \$5.6 million was previously included in the capital budget. See EXHIBIT A for sources of funds, see item 4.8.3 this agenda for financing.

Staff Recommendations:

Approve the request.

Committee Action:

A motion to recommend to the Board approval of the request by University of Idaho approval of construction projects in support of the University Strategic Plan and the Long-Range Campus Development Plan together with approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the projects as stated in Item #5.4.1.

Moved by_____, Seconded by_____, Carried: Yes_____ No_____

Board Action:

A motion to approve the request from University of Idaho approval of construction projects in support of the University Strategic Plan and the Long-Range Campus Development Plan together with approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the projects as stated in Item #5.4.1.

Moved by_____, Carried: Yes_____ No_____

Nonroutine Action Item
University of Idaho

Item #3.6

5.8 Naming of Facilities

5.8.1 Naming of Spaces in the Idaho Commons

Ref. Regents' Minutes, January 21, 1997, p. 24
Regents Minutes November 20, 1997, p. 17

Subject

Request approval to name various rooms and spaces in the Idaho Commons as proposed at EXHIBIT B and delegation to the university president of authority to approve the naming of various additional rooms and spaces in the Idaho Commons in recognition of gifts.

Background

State Board of Education and Board of Regents of the University of Idaho Governing Policies and Procedures I.K requires prior approval of the Board for the naming or memorializing of a building or administrative unit for other than functional use. The policy includes the naming of facilities, and defines "facilities" to include rooms and open spaces within a building. The policy specifies that naming of a building, facility or administrative unit for an individual in recognition of a gift will be considered by the Board and enumerates the review criteria to be applied.

Discussion

In conjunction with the Capital Campaign, the university has identified several prospective donors who have indicated interest in contributing toward the cost of various rooms or spaces. Donors already identified, and the spaces proposed to be named in recognition of their gifts, are enumerated at EXHIBIT B.

In order to facilitate discussions with additional potential donors, the university seeks delegation of authority to name spaces within the Idaho Commons pursuant to the criteria enumerated in the above-referenced policy, and to subsequently recognize the support of the facility by reporting to the Board the rooms and other spaces named in recognition of gifts. In exercising this delegated authority, and pursuant to Board policy, the university will consider (i) the nature of each proposed gift and its significance to the institution, (ii) the eminence of the individuals whose names are proposed, and (iii) the relationship of each individual to the university.

Nonroutine Action Item
University of Idaho (continued)

Item #3.6.a

Fiscal Impact

The university expects to secure up to \$750,000 in contributions by donors interested in supporting construction of this facility.

Staff Recommendations:

Approve the request.

Committee Action:

A motion to recommend to the Board approval of the request by University of Idaho for naming rooms and spaces in the Idaho Commons as proposed in EXHIBIT B and to delegate authority to the President of the University of Idaho the authority to approve the naming of various additional rooms and spaces in the Idaho Commons in recognition of gifts.

Moved by_____, Seconded by_____, Carried: Yes_____ No_____

Board Action:

A motion to approve the request from University of Idaho for naming rooms and spaces in the Idaho Commons as proposed in EXHIBIT B and to delegate authority to the President of the University of Idaho the authority to approve the naming of various additional rooms and spaces in the Idaho Commons in recognition of gifts.

Moved by_____, Carried: Yes_____ No_____

Nonroutine Action Item
University of Idaho

Item #3.7

5.10 Leases to Support Research and Outreach

5.10.1 Expansion of UI Boise Center Lease at M-K Plaza

Ref: Regents' Minutes for June 15, 1989, page 78
Regents' Minutes for November 20, 1997, page 15
Regents' Minutes for March 18, 1999, page 16
Regents' Minutes for June 18, 1999, page 21

Subject:

Request authorization for the Vice President of Finance and Administration to negotiate and execute a lease with American Resurgens for additional space on the 7th floor of the M-K Plaza IV in Boise.

Background:

In order to facilitate increased research and education linkages between the University and Bechtel National, Inc./BWX Technologies, Inc. Idaho, LLC (BBWI), new site contractors at the Idaho National Engineering and Environmental Laboratory (INEEL), the parties have determined it would be advantageous to co-locate INEEL personnel in close proximity to UI faculty and staff. Space currently leased by UI at this location is fully occupied, however 700-750 square feet of additional office and cubicle space adjacent to University programs is available and would accommodate three INEEL employees who will be relocated December 1999. Additionally other space needs associated with the program expansion for selected instructional, research, and outreach activities will occupy the remaining 2,200 square feet of the available adjacent area. (See EXHIBIT C).

Discussion:

Available space will meet the immediate need for two offices, a support staff cubicle, a reception area, and a UI-shared conference room for INEEL. Other space in Area A will support UI programs in a yet-to-be detailed space layout. The university already occupies office, classroom, and laboratory space in the northeast corner of the 7th floor as well as a larger classroom in the center.

The Department of Administration's Lease Analysis included anticipation of amending leases in order to provide space for growing programs.

Nonroutine Action Item
University of Idaho (continued)

Item #3.7.a

Fiscal Impact:

Expenditure of approximately \$49,200 annually to lease approximately 3,000 sq. ft. of 7th floor space at \$16.50/sq ft, plus approximately \$5,000 in one-time tenant improvement costs. Funding for this increased space will come from operating funds allocated to support the Boise Center and from INEEL.

Staff Recommendations:

Approve the request.

Committee Action:

A motion to recommend to the Board approval of the request from University of Idaho authorize the Vice President of Finance and Administration to negotiate and execute a lease with American Resurgens for additional space on the 7th floor of the M-K Plaza IV in Boise.

Moved by_____, Seconded by_____, Carried: Yes_____ No_____

Board Action:

A motion to approve the request from University of Idaho to authorize the Vice President of Finance and Administration to negotiate and execute a lease with American Resurgens for additional space on the 7th floor of the M-K Plaza IV in Boise.

Moved_____, Carried: Yes_____ No_____

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Nonroutine Action Item
University of Idaho

Exhibit A

PROJECT SUMMARY OF CAPITAL IMPROVEMENT BUDGET DETAIL
July 1, 1999 – June 30, 2000
SUPPLEMENTAL & REVISED PROJECTS SUBMITTED NOVEMBER 1999

New/Reauthorized Projects Valued Greater than \$50,000 &
Projects for Contracted Architectural/Engineering Services Valued Greater than \$30,000

Other New Facilities

Genesee Farm Equipment Storage, Office and Restroom Facility **\$150,000**

This project involves the construction of a facility at the Genesee Farm to provide space to store research and farming equipment and to provide an office and restroom supporting operation of the farm by the College of Agriculture. This project supports the strategic plan goals of statewide ARES facilities by providing necessary space to accommodate equipment and programs. The project is funded by Series 1999C Bonds repaid by annual Agriculture Research and Extension R&R funding. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the project.

Aberdeen Research & Extension Center Potato Storage Facility **\$150,000**

This project involves construction of a new potato storage facility at the Aberdeen Research and Extension Center. The facility will be configured and equipped utilizing current systems technology and will be designed flexibly, supporting current research needs and allowing adjustments as research initiatives change. This project supports the strategic goals for research and outreach by providing the necessary facilities to conduct research and disseminate the findings to the citizens of the state to foster economic development. The project is funded by Series 1999C Bonds repaid by annual Agriculture Research and Extension R&R funding. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the project.

Nonroutine Action Item
University of Idaho (continued)

Other Renovation/Remodeling

Parma Greenhouse Renovation **\$60,000**

This project involves renovation of the existing greenhouse at the Parma Research and Extension Center. Over 5100 square feet of greenhouse space will be redesigned to support the diverse agriculture needs of southwestern Idaho. Programs in entomology, crop management, soils, horticulture, pomology, nematology, plant pathology, and weed science which focus on the production, storage, and related problems of vegetables, forages, cereals, hop, mint, fruit and seed crops will all benefit from this renovation. This project supports the strategic goals for research and outreach by providing the necessary facilities to conduct research and transfer the findings to the citizens of the state of Idaho. The project will be funded from sources within the annual ARES appropriation. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the project.

Major Building Systems Repair and Replacement

Administration Building HVAC System Expansion **\$1,500,000**

The Administration Building was constructed in 1907 and 1936 and is lacking fundamental, modern systems for building ventilation and air conditioning. This project constitutes the initial phase of introducing such systems and related features into classrooms and offices in this historic and significant academic/administrative complex. Included will be construction of mechanical room spaces in the tower and attic, incorporation of new air handling units, extensive ductwork, and related electrical and structural features. This phase will provide critical service to portions of the south wing of the building, including the central machine room of the campus computer center, and several administrative offices occupied year-round. This project is consistent with the university's strategic plan and the LRCDP goals of developing, managing, and maintaining buildings to support the mission and strategic directions of the institution. The project will also be mindful of the historic significance and character of the Administration Building, maintaining and protecting this valuable asset. The project is funded by Series 1999C Bonds repaid by annual operating funds dedicated to utility development. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the project.

Exterior Campus and Site Development

Parking Lot Development – Lot 24 **\$250,000**

This project includes the re-grading, base preparation, paving, striping, and landscaping of the parking lot located directly west of the College of Law Building and north of Idaho

Nonroutine Action Item
University of Idaho (continued)

Avenue. Currently, the parking lot is graveled with concrete wheel stops. The slope of the lot is steep on the south side creating access and safety concerns during the winter and early spring when there is frost, snow and ice on the ground. The lot also requires more maintenance than typical due to the slope and heavy use of the lot. This project is linked to the Strategic Plan and LRCDP goals of providing adequate facilities supporting instruction and providing safe functional facilities. The project is funded by Series 1999C Bonds repaid by auxiliary services/parking revenue. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the project.

West Campus Infrastructure

\$2,400,000

This project involves the construction of site and utility infrastructure and related support features adjacent to the Facility Services Complex currently being constructed on the west side of campus. Specific components of the project include: 1) installation of utility, road, sidewalk, and site infrastructure; 2) construction of storage facilities for general campus use; and 3) preparation of a site for the university's Printing and Design and mail handling operations. Construction of infrastructure supports facility expansion in the area and takes advantage of possible cost savings and schedule benefits. University storage and support functions including Printing and Design/mailroom are proposed for relocation at the edge of the main campus core area to free space for academic and research programs and other strategic priorities. In addition, the university is systematically working to improve space utilization, especially in the campus core area. Construction of new support space located adjacent to the Facility Services Complex takes advantage of synergies created by co-locating these functions with other service operations. This project is consistent with the university's strategic plan and the LRCDP goals of developing, managing, and maintaining buildings to support the mission and strategic directions of the institution. The project supports service operations of the university, providing functions necessary to the successful performance of the university's mission and strategic plan. The project is funded by Series 1999C Bonds repaid by dedicated operating funds for utility/infrastructure development. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the project.

Feasibility and/or Planning Studies & Evaluations

University Residence Halls Expansion/Modernization/Implementation Plan \$250,000

This project is the next step in planning for the expansion and modernization of the University Residence system providing new and renovated residential facilities to meet the needs of students attending the university. A housing master plan/feasibility study

Nonroutine Action Item
University of Idaho (continued)

has just been completed (authorized in the FY99 Capital Budget – June 1998) and identifies a strategy to update existing residential facilities and proposes the addition of new facilities to augment existing capacity. This phase will refine the recommendations and develop component project scopes, cost estimates, funding strategies and schedules. This project relates to the Strategic Plan goals of providing a safe and functional residential environment for students and supports the general residential character and vision for the university to become a university of choice in the west with a high quality residential campus experience. The project is funded by Series 1999C Bonds repaid by auxiliary services revenue. Approval of this project includes approval to execute necessary or desirable architectural/engineering services to accomplish the project.

Revisions to Previously Authorized Projects:

**Aberdeen Research & Extension Center Marshall Potato Research
HVAC/Roof Project Amendment** **\$400,000**

This project was originally authorized in the FY2000 Capital Budget for \$50,000 to complete a planning/preliminary design study. The study is complete and recommends a scope of work including 1) the replacement and expansion of HVAC equipment and connections to distribution systems and 2) the replacement of the building roof due to age, condition, and disruption during HVAC system installation. This project is needed to provide safe, functional facilities for the research programs housed there and to maintain facilities, supporting the strategic goals for research including supporting economic development in the state. The project is funded by Series 1999C Bonds repaid by annual Agriculture Research and Extension R&R funding. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and covers the scope of work to complete the project.

Tetonia Potato Nuclear Seed Greenhouse **\$120,000**

This project was originally authorized in the FY2000 Capital Budget for \$50,000 to provide a modern, enhanced greenhouse facility for the production of experimental and commercial "mini" potato tubers for the UI nuclear potato seed program replacing an existing facility at Tetonia. Additional work will include adding office space for the greenhouse manager, and storage and support space for faculty at this location. Funding for the project comes from College of Agriculture research funds. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts to accomplish the project.

Nonroutine Action Item
University of Idaho (continued)

Morrill Hall Office Renovation – Room 414

\$250,000

This project was initially authorized in June 1999 in the FY2000 Capital Budget for \$125,000. The project will finish undeveloped space on the fourth floor of Morrill Hall for the Grants and Contracts office locating the university's grant and contract development and administration office in the same building as the Research and Graduate School Offices. The revision to the project scope includes: 1) the addition of structural modifications to the building roof and adjoining mechanical mezzanine; 2) installation of a dormer window to provide ventilation, natural light, and needed square footage; and 3) modifications to the HVAC systems to support the addition of the renovated space and maintain service to other areas of the building. This project is linked to the Strategic Plan goals of improving and maintaining facilities supporting the university's programs and the goals to increase research and outreach supporting technology transfer and economic development. The project is funded by Series 1999C Bonds repaid by institutional funds. Approval of this project includes approval to execute necessary or desirable architectural/engineering services and construction contracts and covers the scope of work to complete the project.

SUB Enrollment Services Renovation and Renewal – Scope/Budget Amendment

Original Authorization: \$3,500,000
Supplementary Authorization: \$2,000,000
Total Authorization: \$5,500,000

This project was originally authorized in the FY2000 Capital Budget and included renovation of the basement and first floor of the Student Union Building (SUB) to develop spaces for administrative offices and service sites for enrollment and business functions (e.g. Admissions, Registrar, Accounts Receivable). This amendment is needed to cover necessary and critical maintenance, renewal and extensive modifications to several of the building HVAC and electrical systems. Most building systems have reached the end of their useful life, are energy inefficient, and are unable to reliably support the new features and critical functions of the units being relocated to the SUB. This project is linked to the Strategic Plan goal of improving service to prospective and future students and increasing enrollments. The project is funded by Series 1999D Bonds repaid by current activity center complex fees. Approval of this project includes approval to execute necessary or desirable architectural/ engineering services and construction contracts and covers the scope of work to complete the project.

Nonroutine Action Item
University of Idaho (continued)

Kibbie Center Roof Replacement

Authorization: \$1,500,000

This project was originally authorized in the FY2000 Capital Budget to include the re-shingling of the arched roof of the Kibbie Dome as well as resurfacing and re-coating of the north and south concourse roofs. An engineering and feasibility study that was conducted to identify the products, techniques and problems associated with a roof of this age and size recommended replacement. The roof is eighteen years old and has reached the end of its projected functional life. Maintenance requirements have increased over the last few years, necessitating replacement of shingles and repair of minor leaks. The project will include replacement of the built-up section, the composite shingle section and the built-up roof over the concourse areas. The total area of the roof is approximately four (4) acres. The project is funded by Series 1999D Bonds repaid by auxiliary services reserves and future revenues. This project aligns with the strategic plan's goals to maintain the institution's facilities supporting the delivery of education and the residential campus experience. Approval of this project includes approval to execute necessary or desirable architectural/ engineering services and construction contracts and covers the scope of work to complete the project.

Nonroutine Action Item
University of Idaho

Exhibit B

Naming of Spaces in the Idaho Commons

UI requests approval to name the third floor reception area for Academic Programs in honor of **Mrs. Doreen Lappala Terrill**. Mr. Terrill, retired president of Jefferson Smurfit corporation and an alumnus of UI as well, wishes for this room to be dedicated in honor of his wife. The gift was a cash gift to the University of Idaho to be used toward future fundraising efforts as well as benefiting the UI athletic department.

The University wishes to name the rotunda on the main floor and a study room on the third floor in honor of a recent graduate, **Mr. J. Richard Rock**. Richard, Director of Business Development at Ebay, Inc. in San Jose, California was a 1994 graduate in the College of Business and Economics. He pledged a cash gift that will be used toward the construction cost of the new Idaho Commons building.

Mr. Ward Munson of Palm Desert, California has made a gift of cash to the University of Idaho in honor of his late wife, **Alice Kelly Munson**. Alice a 1929 graduate of the University of Idaho also served the university as Assistant Dean of Women. The gift will benefit the construction of the Idaho Commons, and the gift will name a meditation/reflection room on the fourth floor of the Idaho Commons.

Carmelita Spencer, of Grangeville, Idaho has made a cash gift to the University of Idaho to benefit the construction of the Idaho Commons. Carmelita is a community leader within her town and has always been a strong advocate of Idaho education; she graduated from the University of Idaho in 1943. Her late husband, John Spencer ran the family ranch in Grangeville and was also a member of the Idaho Board of Regents from 1952 to 1960, appointed by Len Jordan. The university wishes to name the coffee shop on the main floor in honor of Carmelita.

A gift was given to the University of Idaho by Janice Hale and Robert Cowan of Richland, Washington to benefit the Idaho Commons. Janice wishes for the executive dining room on the first floor be named in honor of her parents **W.D. and Romania Hale**. Jan and Bob are both graduates of the University of Idaho. Bob is the retired managing director of Lamb Weston, a subsidiary potato processing division of Con Agra.

Malcolm M. and Carol C. Renfrew have given a cash gift to the University of Idaho, this gift will benefit the construction of the Idaho Commons. In recognition of their gift the university and the Renfrews wish to name the quiet lounge on the main floor in honor of Malcolm's and Carol's parents, **Franklin Madison Campbell and Alice Stenson Campbell, and Earl Edgar Renfrew and Elsie MacKenzie Renfrew**. Malcolm is an *emeritus* professor of chemistry and former chemistry department chair at the University of Idaho. He and Carol have made countless contributions to the University throughout the years, in terms of their time, adoration and resources. Malcolm and Carol both hold degrees from the University of Idaho.

EXHIBIT C is not available on the web site.

Please contact the Office of the Idaho State Board of Education for a copy of the
University of Idaho, Plaza IV, Rentable Area Legend.

ACTION ITEM

ITEM #4

SUBJECT:

Annual Financial Audit by Deloitte & Touche

BACKGROUND:

The Board has a contract with Deloitte & Touche, an independent certified public accounting firm, to conduct the annual financial audit for University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, and Eastern Idaho Technical College. The audits are conducted in accordance with generally accepted auditing standards and include an auditor's opinion on the basic financial statements.

DISCUSSION:

The audit reports consist of three reports; Financial Statements for Year Ending June 30, 1999 and Independent Auditor's Reports, the Letters of Comments and Recommendations for the Year Ending June 30, 1999, and the 1999 Audit Executive Summary. These reports are included with your Board material.

FISCAL IMPACT:

No fiscal impact.

STAFF RECOMMENDATION:

Accept the Reports.

FINANCE COMMITTEE ACTION:

A motion to recommend that the Board accept the FY1999 financial audit reports for the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, and Eastern Idaho Technical College as presented by Deloitte & Touche.

Moved by_____ Seconded by_____ Carried Yes___ No___

BOARD ACTION:

A motion to accept the FY1999 financial audit reports for the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, and Eastern Idaho Technical College as presented by Deloitte & Touche.

Moved by_____ Carried Yes___ No___

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ACTION ITEM

ITEM #5

SUBJECT:

Review of Software Implementation at Boise State University by Deloitte & Touche

BACKGROUND:

At the June 1997 meeting, the Board approved BSU's request to contract with PeopleSoft for an integrated management information system. At that time it was indicated the system would cost \$1.8M in license fees, \$1.6M in maintenance fees and \$2.5M in consulting fees. At the October 1998 meeting, the Board approved the request from BSU to increase the contract with PeopleSoft by \$590,000 for Advancement software and by \$850,000 for a six-year maintenance plan. At the June 1999 meeting, the Board approved a request from BSU to enter into a financing agreement with PeopleSoft to fund up to \$5.3M in future enhancement implementation and prepaid maintenance support. Also at the June meeting, BSU presented a report on the cost of implementing Project Access (PeopleSoft) and as a result, the Board asked Deloitte and Touche to review the contract with PeopleSoft. An engagement letter was developed that defined the scope of the review (Item 5.a)

DISCUSSION:

The review has been completed and the report is being developed and will be sent to Board members separately.

FISCAL IMPACT:

The report will identify the fiscal impact of purchasing and implementing Project Access at Boise State University.

STAFF RECOMMENDATION:

Review the report and take appropriate action.

FINANCE COMMITTEE ACTION:

A motion to recommend to the Board to accept the report on the implementation of an integrated management information system at Boise State University as presented by Deloitte & Touche.

Moved by_____ Seconded by_____ Carried Yes___ No___

BOARD ACTION:

A motion to accept the report on the implementation of an integrated management information system at Boise State University as presented by Deloitte & Touche.

Moved by_____ Carried Yes___ No___

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Pages 51 – 56 are not available on the web site.

Please contact the Office of the Idaho State Board of Education to obtain a copy of the
Deloitte & Touche engagement letter.

ACTION ITEM

ITEM #6

SUBJECT:

First Reading of Policy Change Section III.T. Intercollegiate Athletics

BACKGROUND:

The Board has been analyzing and discussing intercollegiate athletic budgets over the last year with a focus on the sources of revenue supporting the program. As a result of the discussions, some major changes to the Board's policy on intercollegiate athletics have been proposed. At the October Board meeting, the Board approved the proposed policy change with two revisions. The proposed policy is now brought to the Board as a first reading (Item 6.a).

DISCUSSION:

The proposed changes will allow the athletic budgets grow at the same rate as the institutions general education budgets. Any growth beyond that rate of growth must be funded from program revenue (with the exception of funding gender equity issues).

FISCAL IMPACT:

The policy changes limit the funds available for the athletic programs from appropriated funds, institutional funds and student fees.

STAFF RECOMMENDATION:

Approve the changes.

FINANCE COMMITTEE ACTION:

A motion to recommend to the Board to approve for first reading the policy changes to Section III.T. Intercollegiate Athletics as detailed in 6.a.

Moved by_____ Seconded by_____ Carried Yes___ No___

BOARD ACTION:

A motion to approve for first reading the policy changes to Section III.T. Intercollegiate Athletics as detailed in 6.a.

Moved by_____ Carried Yes___ No___

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Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION III POSTSECONDARY AFFAIRS
SUBSECTION T Intercollegiate Athletics

Item #6.a
Revised March 1998
Revised November 1995
Published April 1994

T. INTERCOLLEGIATE ATHLETICS

1. Philosophy.

The Board reaffirms the role of intercollegiate athletics as a legitimate and significant component of institutional activity. The responsibility for and control of institutional activities in this area rest with the Board.

In the area of intercollegiate athletics, the Board seeks to establish programs which:

- a. provide opportunities for student athletes to attend college and participate in athletic programs while pursuing and completing academic degrees;**
- b. reflect accurately the priorities and academic character of its institutions;**
- c. fuel school spirit and community involvement; and**
- d. serve the needs of the institutions as they seek, through their athletic programs, to establish fruitful and sustaining relationships with their constituencies throughout the state and nation.**

Given these goals, the Board has a continuing concern and interest in the academic success of student athletes, the scope and level of competition, and the cost of athletic programs administered by its institutions. Consequently, the Board will, from time to time in the context of this policy statement, promulgate, as necessary, regulations governing the conduct of athletic programs at its institutions.

2. Policies.

The day-to-day conduct of athletic programs is vested in the institutions and their chief executive officers. Decision-making at the institutional level must be consistent with the policies established by the Board and by those national organizations and conferences with which the institutions are associated. In the event that conflicts arise among the policies of these governance groups, it is the responsibility of the institution's chief executive officer to notify the Board in a timely manner. Likewise, any knowledge of NCAA or conference rule infractions involving an institution should be communicated by the athletic department to the chief executive officer of the institution. ~~With respect to the use of state appropriated source of funds for the athletic department funds, it is the policy of the Board that:~~

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION III POSTSECONDARY AFFAIRS
SUBSECTION T Intercollegiate Athletics

Item #6.a.1
Revised March 1998
Revised November 1995
Published April 1994

The Board recognizes that the financing of intercollegiate athletics, while controlled at the institutional level, is ultimately the responsibility of the Board itself. In assuming that responsibility, the sources of funds used by intercollegiate athletics shall be defined in the following categories:

- ~~a. State appropriated funds be used exclusively for the compensation of salaried employees working directly with the institution's intercollegiate athletic program at Idaho State University, Boise State University, and the University of Idaho.~~**

~~Expenditures for all coaches in football at each of the three (3) universities will not exceed 5.0 full-time positions.~~

- a. General Education Funds – includes the funds that are appropriated to the institutions (state general account).**
- b. Institutional Funds – includes any funds generated by the institution outside the athletic programs.**
- c. Student Fee Revenue – includes revenue generated from the full-time and part-time student activity fee that is dedicated to the intercollegiate athletics program.**
- d. Program Funds – includes revenue generated directly related to the athletic programs, including but not limited to ticket sales/event revenue, tournament/bowl/conference receipts, media/broadcast receipts, concessions/parking/advertisement, game guarantees and foundation/booster donations.**

- 4. Funds allocated and used by athletic program from the above sources are limited as follows:**

- a. General education funds – General education funds allocated to intercollegiate athletics by the institutions shall not exceed \$665,500 for the universities and \$247,500 for Lewis-Clark State College for Fiscal Year 1987. In subsequent years, the limits shall be computed by an adjustment for the rate of change in the general education funds allocated by the Board. Beginning in FY98, the limits for each institution may be raised by the amounts annually approved and budgeted for implementation of institutional gender equity plans.**

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION III POSTSECONDARY AFFAIRS
SUBSECTION T Intercollegiate Athletics

Item #6.a.2
Revised March 1998
Revised November 1995
Published April 1994

- b. Institutional funds – shall not exceed \$250,000 for Boise State University; \$350,000 for Idaho State University; \$500,000 for University of Idaho; and \$100,000 for Lewis-Clark State College for fiscal year FY2000. In subsequent years, these limits shall be computed by an adjustment for the rate of change in the general education funds allocated by the Board.**
- e. Student fee revenue – shall not exceed revenue generated from student activity fee dedicated for the athletic program. Increases to the student fee for the athletic program shall be at the same rate of increase as the total student activity fees.**
- f. Program funds – the institutions can use the program funds generated, without restriction.**

The president of each institution is accountable for balancing the budget of the athletic department on an annual basis. In accounting for the athletic programs, a fund balance for the total athletic program must be maintained. In the event that revenue within a fiscal year exceeds expenses, the surplus would increase the fund balance and would be available for future fiscal years. In the event that expenses within a fiscal year exceeds revenue, the deficit would reduce the fund balance. If the fund balance becomes negative, the institutions must submit a plan to the Board that eliminates the deficit within two fiscal years. Reduction in program expenditures and/or increase revenue (program funds only) can be used in an institutional plan to eliminate a negative fund balance. If substantial changes in the budget occur during the year resulting in a deficit for that year, the president shall advise the Board of the situation at the earliest opportunity.

Donation to athletics at an institution must be made reported according to policy. The amount of booster money donated to and used by the athletic department shall be budgeted in the athletic department budget.

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION III POSTSECONDARY AFFAIRS
SUBSECTION T Intercollegiate Athletics

Item #6.a.3
Revised March 1998
Revised November 1995
Published April 1994

3.4. Financial Reporting.

~~Consequently,~~ Board requires that the institutions adopt certain reporting requirements and common accounting practices in the area of intercollegiate athletic financing. ~~Beginning April 1, 1983,~~ The institutions will submit the following reports to the Board by January 15 of each year:

- a. At the April Board meeting, the institutions shall submit a budget plan for the upcoming fiscal year beginning July 1. The plans shall detail the sources of revenue by category.**
- b. At the June Board meeting, the institutions shall submit an operating budget for the upcoming fiscal year beginning July 1 in a format prescribed by the Board office.**
- c. At the October Board meeting, institutions shall submit a statement of current funds, revenues, and expenditures, in the detail prescribed by the Board office, including all revenue earned during a fiscal year. A secondary breakdown of expenditures by sport and the number of participants will also be required. The number and amounts of nonresident tuition waivers and the fund balances as of June 30 of the report year should be included in the report. The general format of the report will be consistent with the format used in recent years. The revenue and expenditures reported on these reports must reconcile to the NCAA Agreed Upon Procedures Reports that are prepared annually and reviewed by the external auditors. The following fiscal year's financial information will be reported by each institution:**
 - (1) Estimated revenues and expenditures for the current fiscal year.**
 - (2) Actual revenues and expenditures for the fiscal year most recently completed.**
 - (3) Proposed operating budget for the next budget year beginning July 1. This report, however, will be submitted to the Board at its June meeting with other institutional operating budgets.**

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION III POSTSECONDARY AFFAIRS
SUBSECTION T Intercollegiate Athletics

Item #6.a.4
Revised March 1998
Revised November 1995
Published April 1994

- c. **An annual report of estimated (for the current year) and actual (for the most recently completed year) revenues and expenditures of the institution's booster organization, requested for submission to the Board for information only.**
- d. **A general narrative paper explaining each institution's policy on grants-in-aid for men and women athletes (including nonresident tuition waivers), procedures for charging or allocating costs for facilities' use to athletic programs, and any allocations of personnel or operating expenses to or from the other departments or units of the institution.**

End of the finance section on athletics

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ACTION ITEM

ITEM #7

SUBJECT:

First Reading of Policy Change Section V.U. Fee Waivers

BACKGROUND:

In an attempt to increase enrollment in areas of workforce shortages in Idaho, the presidents recommended an increase in the number of nonresident tuition waivers for students enrolled in those fields of study. The final reading of a change in policy increasing the number of nonresident waivers for disadvantaged and deserving students from 1% to 3% of the institutions full-time equivalent enrollment was table in March 1999 until a report on the use of the waivers along with positive and negative implication was presented to the Board. These reports were presented to the Board at the October meeting. The Board deferred the final reading of the policy in October until a definition could be develop that would define the students eligible to receive waivers.

DISCUSSION:

It was decided to add a new section to the waiver policy specifically for the additional two percent waivers. Within the section, student eligibility is also defined (Item #7.a).

FISCAL IMPACT:

The fiscal impact would be the loss of nonresident tuition revenue to the institution (assuming the students receiving the waivers would have attended an Idaho institution if they had not received a waiver). In addition, increased general account funds would be required through the Enrollment Workload Adjustment because these students would not be paying nonresident tuition, their credit hours would be included in the EWA.

STAFF RECOMMENDATION:

Determine if definition of eligible students meets the Board's direction. If so, approve the policy change.

FINANCE COMMITTEE ACTION:

A motion to recommend to the Board the first reading of a change in policy increasing the number of nonresident tuition waivers as detailed in Item #7.a.

Moved by_____ Seconded by_____ Carried Yes___ No___

BOARD ACTION:

A motion to approve the first reading of a change in policy increasing the number of nonresident tuition waivers as detailed in Item #7.a.

Moved by_____ Carried Yes___ No___

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Idaho State Board of Education

ITEM #7.a.

GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

Revised June 1998

SUBSECTION: U Fee Waivers

Published April 1994

U. FEE WAIVERS

1. Authority for Fee Waivers.

An institution shall not waive any of the applicable fees specified in Section V, Subsection R, unless specifically authorized in this subsection. Special fees are not defined as a fee waiver.

2. Waiver of Nonresident Tuition.

Nonresident tuition may be waived for the following categories:

a. Graduate/Instructional Assistants.

Waivers are authorized for graduate assistants appointed pursuant to Section III, Subsection P.11.c.

b. Intercollegiate Athletics.

For the purpose of improving competitiveness in intercollegiate athletics, the universities are authorized up to 225 waivers per semester and, Lewis-Clark State College is authorized up to 70 waivers per semester. The institutions are authorized to grant additional waivers, not to exceed ten percent (10%) of the above waivers, to be used exclusively for post-eligibility students.

c. Disadvantaged or Deserving Students.

The chief executive officer of each higher education institution is authorized to waive nonresident tuition for disadvantaged or deserving students not to exceed one percent of the institution's full-time equivalent enrollment.

In addition, in order to meet the workforce demands in the fields of engineering and information technology, the chief executive officer of each higher education institution is authorized to waive nonresident tuition for students enrolled in these areas (if space is available) not to exceed two percent of the institution's full-time equivalent enrollment. Students eligible to receive the waiver must select engineering or information technology as their primary field of study. Information technology encompasses

Idaho State Board of Education

ITEM #7.a.1

GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

Revised June 1998

SUBSECTION: U Fee Waivers

Published April 1994

scientific and mathematical study of design and building computers and their applications; design and development of operational electronic data storage and processing systems; study and development of electronic systems for transmitting information via networks; analysis and the development of economic and public policy issues; and applying methods and procedures used in the design and writing of computer programs including the problem solving of information network systems.

Each institution must submit a list of the primary fields of study for which tuition waivers can be awarded for Board approval. Any changes to the approved list must be submitted to the Board for their approval.

The institutions will provide an annual report to the Board on the use of these waivers in a format determine by the executive director of the Board.

d. Reciprocity with the State of Washington

Based on a limit approved by the Board, waivers may be allocated on an annual basis by the executive director of the Board to the college and universities in postsecondary education programs for Washington residents. An equal number of opportunities shall be afforded to Idaho residents in Washington postsecondary institutions.

e. Reciprocity with Utah State University.

Based on a limit approved by the Board, Idaho State University is authorized to waive nonresident tuition for residents of the State of Utah when an equal amount of waivers are made available to Idaho residents at Utah State University.

f. College of Mines.

Based on a limit approved by the Board, the College of Mines at the University of Idaho is authorized waivers to encourage enrollment in **mining**, metallurgy, and geology.

Idaho State Board of Education

ITEM #7.a.2

GOVERNING POLICIES AND PROCEDURES

SECTION: V FINANCIAL AFFAIRS

Revised June 1998

SUBSECTION: U Fee Waivers

Published April 1994

- g. Reciprocity with the State of Oregon.

Based on a limit approved by the Board, waivers are authorized for undergraduate students who are residents of the State of Oregon and who are majoring in mining engineering, metallurgical engineering, or geological engineering at the University of Idaho. The number of waivers to be awarded annually shall be limited by the number of waivers provided to Idaho residents in Oregon institutions of higher education.

- h. Domestic Student Exchange Program.

Waivers are authorized for nonresident students participating in this program.

- i. Western Interstate Commission for Higher Education

Waivers are authorized for nonresident students participating in the WICHE Professional Student Exchange Program and the Graduate Student Exchange Program.

3. Reporting Requirements.

Each institution shall submit an annual report on fee waivers on a date and in a format determined by the executive director of the Board.

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Information Item

Item #8

SUBJECT:

FY2001 Capital Project Priority Permanent Building Fund Advisory Council.

BACKGROUND:

The capital projects prioritized by the Board at the August Board meeting were submitted to the Permanent Building Fund Advisory Council (PBFAC) for its review and prioritization with other state agency requests. The PBFAC met November 2, 1999 and recommended a prioritization of the FY2001 capital projects. Its recommendation will be submitted to the Governor for his consideration.

DISCUSSION:

Unfortunately, there will be only about \$11 million to cover the cost of the projects recommended by PBFAC. A list will be provided at the meeting.

FISCAL IMPACT:

No fiscal impact.

STAFF RECOMMENDATIONS:

No action required.

COMMITTEE ACTION:

No action required.

BOARD ACTION:

No action required.

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